S E C R E T

OFFICE OF TRAINING

Operations School
Staff Training

CLANDESTINE SERVICE RECORDS II #8-70

11 - 15 May 1970

1A-13, Headquarters

25X1A

Chief Instructor

Room 615, 1000 No. Glebe Road
Ext. 3396

GROUP I
Excluded from automatic
downgrading and
declassification

S E C R E T

SECRET

Clandestine Service   Records II

OBJECTIVES

CS Records II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Service . It introduces the principles, techniques and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the student should absorb.

Clandestine Service Records I

Course Objectives

CS Records I (Introduction to Records) is intended for
Operations Officers and intelligence and clerical assistants who
support operations through any form of recorded activity. It
reviews the records mission of the CS and examines the logic
and structure of the system itself. The responsibilities of CS
personnel to the system, and the services provided by the
different elements of the system, provide the central theme of
the course. Students are familiarized with methods of input,
maintenance and retrieval of information, and in disposition,
disposal and destruction of the records themselves. The course
includes an introduction to the various machine programs associated
with the records system and outlines the management cycle by which
the system is controlled and modified. Discussion is welcome at
any point.

A kit of reading materials is made available by the Chief
Instructor, together with selected items for permanent retention.

Calls from students' offices should be directed to
extension 3396.

Monday, 11 May 1970   25X1A

0830 - 0900	Administration and Course Introduction
0900 - 0950	Biographic Research in the Clandestine Service
	An outline of research and investigative procedure. Biographic research at Headquarters related to investigation at the Field Station.
1000 - 1050	CI/OA: The Relation of its Records to the CS Mission.
1100 - 1200	CRS/Biographic Research
	A description of the materials and services available to the researcher in Central Reference Service.
1200 - 1300	Lunch
1300 - 1350	The Office of Security Index and Biographic Services
	A description of the services provided by the Office of Security in both the checks of the various other US Government agencies and in providing investigative or research services.
1400 - 1550	Introduction to non-CS indices and files.

S E C R E T

Tuesday, 12 May 1970

25X1A

0900 - 1000	Collation and Analysis of Biographic Information
1000 - 1200	Biographic Research Practical Exercise
1200 - 1300	Lunch
1300 - 1630	Practical Exercise (continued)

Wednesday, 13 May 1970

0900 - 1200	Practical Exercise (Continued)
1200 - 1300	Lunch
1300 - 1530	Practical Exercise
1530 - 1630	Writing the Meaningful Reply

Thursday, 14 May 1970

| 0900 - 1700 | Biographic Research Practical Exercise (continued) |

Friday, 15 May 1970

| 0900 - 1130 | Critique of Practical Exercise |
| 1130 - 1200 | Final Administration |

S E C R E T

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment